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**STATE OF DELAWARE**  
**BOARD OF PILOT COMMISSIONERS**

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|--------------------------------|--|
| <b>PUBLIC MEETING MINUTES:</b> | <b>Board of Pilot Commissioners</b>  |
| <b>MEETING DATE AND TIME:</b>  | <b>Friday February 13, 2016 at 13:00</b>   |
| <b>PLACE:</b>                  | 861 Silver Lake Boulevard, Dover, Delaware<br><b>Conference Room A</b> , second floor of the Cannon Building |
| <b>MINUTES APPROVED:</b>       | <b>APPROVED May 19, 2017</b>   |

**MEMBERS PRESENT**

Bradford Schell, Professional Member  
Stephen McGuiness, Professional Member  
Carl T. Joseph, III, Professional Member  
Laura Phillips, Public Member  
Mark Reardon, Public Member

**MEMBERS ABSENT**

Maia Murphy, Public Member  
Penelope Marshall, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Patricia Davis, Deputy Attorney General  
Melanie Alexander, Administrative Specialist II

**OTHERS PRESENT**

William Lowe  
Robert G. Medd

**CALL TO ORDER**

Mr. Schell called the meeting to order at 13:07

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Mr. Phillips, seconded by Ms. Reardon, to approve the December 12, 2016 meeting minutes as written. The motion carried unanimously.

**Executive Session**

A motion was made by Mr. Reardon, seconded by Ms. Phillips, for the Board to enter Executive Session for the purpose of discussing to approval of executive session meeting minutes from the February 12, 2016 executive session. The motion carried unanimously.

The Executive Session was called to order at 13:08.

**Adjournment of Executive Session**

Executive Session adjourned at 13:10.

**REVIEW AND APPROVAL OF EXECUTIVE SESSION MINUTES**

A motion was made by Mr. Reardon, seconded by Ms. Phillips, to approve the December 12, 2016 executive session meeting minutes as written. The motion carried unanimously.

**UNFINISHED BUSINESS**

**Pilot Association Apprentice Committee Report**

Mr. Medd provided the Board with the first apprentice committee report. He advised that the apprentices are 5 weeks into the program and are all on track, and even slightly ahead of schedule on all of their trips. Mr. Medd also advised that on April 3, 2017 they will have their first set of exams, which will include a completing a charts for navigation on the river along with one on the rules of the road.

**Pilot-Application to Advance-Effective Date**

Ms. Alexander advised the Board of the new renewal procedure the Division will begin implementing with the new apprentices. The procedure will begin once they have completed the apprenticeship and been approved for their Sixth Class Pilot's License and must advance yearly, until they have obtained their First Class Pilot License. Ms. Alexander stated that all licensees will renew before the yearly expiration date online the same way all First Class Pilots currently renew. The Sixth through Second Class Pilots will also submit the advancement application when their one year anniversary approaches with the Pilot's Association, which the Association will need to verify with the Division before a licensee may advance.

**Application, Interview Procedure Updates & Statute Changes**

Ms. Davis provided the Board with a copy of the Statute which included possible updates, along with a draft of the application and interview procedure, for the Board to review and discuss for approval for the future.

Ms. Davis advised the Board of the updates she made to the Statute that were based upon previous meeting discussions. She explained if approved by the Board, and if the Bill for the proposed Statute updates was passed; they would then need to draft the regulations corresponding to the new Statute.

After discussing the Statute updates provided, the Board came to an agreement on what they would like Ms. Davis to submit. Ms. Davis stated she would run the Bill for the Statute updates through the Division if time remained to have it added to the Division's legislative agenda.

Ms. Davis asked the Board to take time to review the application and interview process document that she created in order to memorialize the process. She advised the Board the list was created using suggestions provided by Ms. Alexander, and Mr. Morrissey, as well as how the application and interview process that occurred in 2016 actually transpired. The purpose of creating the list that would be entered into the regulations was so the Board will not have to start from scratch the next time apprentice applications are accepted. The Board briefly discussed some of the proposed regulations. Ms. Davis asked that they review the proposed additions to the regulations, make notes on their suggestions of any possible changes, questions, or concerns, for further discussion in the upcoming meetings.

### **NEW BUSINESS**

There was no new business.

### **OTHER BUSINESS (for discussion only)**

There was no other business for discussion.

### **CORRESPONDENCE**

There was no correspondence for the Board to review.

### **PUBLIC COMMENT**

Mr. Lowe asked for clarification on Statute §118 and the possible addition of a new grounds for discipline that was mentioned in the discussion of the Statute updates. He asked if someone had disciplinary action on their federal license would the Board then be allowed to discipline their Delaware license as well. He stated he wanted to know if that meant the Coast Guard would be the one controlling the discipline of Delaware licensees. Ms. Davis advised that it meant that the Board would have the ability to discipline a Delaware licensee if they received disciplinary action on their Federal License.

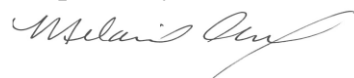
### **NEXT MEETING**

The next meeting is scheduled for August 18, 2017 at 13:30.

### **ADJOURNMENT**

With no further business before the Board, a motion was made by Mr. Reardon, seconded by Mr. Joseph, to adjourn the meeting. The motion carried unanimously. The meeting went off record and adjourned at 14:21.

Respectfully submitted,



Melanie Alexander  
Administrative Specialist II